

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Block JD, Sector III, Salt Lake, Kolkata 700 098

Website: www.bose.res.in

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SNB/Advt/18-19/001

5th April, 2018

The S. N. Bose National Centre for Basic Sciences, an autonomous organization under the Department of Science and Technology, Government of India, invites application from retired (from active service) officers having experience of handling accounts and financial matters, preferably in an academic research institute to be engaged as **Advisor (Finance)** on contractual appointment. The person will be responsible for looking after day to day functioning of the Accounts Section like:

1. Accounts related Computer Applications;
2. Handling of Accounts and Audit;
3. Checking of bills, General and Investment Ledger;
4. Preparing of R&P Account, Income and Expenditure Account and Balance Sheet;
5. Handling Income Tax Returns;
6. Preparing of final accounts and budget;
7. Handling replies raised by Auditors;
8. Vetting of various financial documents and files etc.

Salary would be negotiable commensurate with the qualifications and experience of the candidate. The appointment will be initially for a period of one year and subject to renewal on mutually agreeable terms.

Interested persons may apply to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700106** with comprehensive resume complete in all respects alongwith self-attested photocopies of the following documents: a) Proof of age, b) Identity proof, c) Educational, professional qualifications and experience being claimed, d) Last Pay Certificate, so as to reach within 19th April 2018. The envelope should be superscribed with the words "Post applied for Advisor (Finance)".

Incomplete applications will be rejected.

Registrar

ABRIDGED VERSION OF THE ABOVE ADVERTISEMENT PUBLISHED IN THE FOLLOWING NEWSPAPERS ON 5th April, 2018 (Thursday)

1. ANANDABAZAR PATRIKA
2. TIMES OF INDIA (Kolkata edition)
3. SANMARG (Hindi)

